

**From:** Bell, Jennifer C. DPI <Jennifer.Bell@dpi.wi.gov>  
**Sent:** Thursday, April 18, 2019 9:09 AM  
**To:** ACT listserv  
**Subject:** WI Statewide ACT Assessments Update - Apr 18

Dear educators,

This is week two of the Aspire testing window. The window closes May 10. To date, 50% of testing is complete with scoring in progress. Scores will be reported in the Aspire portal on July 1. Please see below for information regarding administration of the summative Aspire tests for grades 9 and 10.

## **Aspire Test Administration General Information**

The following guidelines are found in the [Aspire Test Coordinator Manual](#). Below are some important reminders from the manual:

- Grades 9 and 10 students may test in the same room, but all students testing in the same room are required to take the same subject test.
- Students testing with extended time must be tested in a separate room from standard time testers.
- Subject tests can be administered in any order and in multiple sessions/days.
- Schedule enough time for each subject test to be completed in a single session.
- Assign room supervisors the role of "Educator" in the Aspire portal.
- If there are more than 25 students in a room, it is recommended to have another staff member in addition to the room supervisor.
- Room Supervisors are to read the [Room Supervisor Manual for Online Testing](#) or [Room Supervisor Manual for Paper Testing](#) prior to administering the test.

## **Test Sessions Default to Two Week Windows**

Take note that all online test sessions default to two weeks in length. Test coordinators should create test sessions that end on May 10, the last day of the Wisconsin testing window, or whenever testing will be completed in your school. ACT will close all test sessions on May 11.

## **Students Who Take DLM or Do Not Test**

Remove students from test sessions if the sessions are not yet in progress and follow the instructions for marking the reasons not tested on page 4-5 of the [WI Administration Supplement](#). If students are in sessions that have already started, please wait until May 11 when ACT closes the sessions and utilize the [May 13-20 window](#) to enter the not tested codes using the same instructions linked above.

## **When to log-out of a test/exit TestNav**

If there is a technology problem, a student becomes ill, a bathroom break is needed, there is a power outage or other issue, instruct the student to log out of TestNav. When the student returns, they can log back into TestNav and resume testing where they left off. **Please train room supervisors and proctors that Log Out/Exit TestNav (not force close and request reinstatement) should be the first course of action when encountering a technology problem or needing to take a pause.**

## **Aspire Irregularities**

Please review (and have room supervisors review) the Test Action Terms and Irregularity Decision Tree on pp. 1- 2 of the [WI Aspire Administration Supplement](#). This helpful guide provides various irregular scenarios and how to handle them in the Aspire portal. This information will be helpful for room supervisors to have on hand during testing.

### **Before you request a reinstatement...**

- Does one of these situations apply?
  - bathroom break
  - technology problems where student is kicked out
  - power outage
  - student illness
- If one of the situations listed above applies, do not force close or request reinstatement. Rather, first try to have the student log out of TestNav. Exiting TestNav this way allows the student to resume testing when he or she returns and pick up where they left off.
- If problems remain, call the Aspire help desk at 855-730-0400.
- The list above is not inclusive of all situations that apply. See the [WI Aspire Administration Supplement](#) for details.

### **What does “reinstatement” mean?**

- Purges the student’s work.
- Does **not** “unlock” the test to allow student to continue where they left off.
- Requires DPI approval in the portal.
- Should only be requested in rare situations such as:
  - Technology problems before student was able to begin the test.
  - Student is in a test session that has started and needs to be removed so the school can add the Will Not Test reason on the accountability tab.
  - Student has transferred, but is still in active test sessions at their former school and has not tested.
- If approved by DPI through the Aspire portal, allows student to have another test attempt for the subject.
- Only the new test attempt will display in the Individual Student Record. If approved, allows student to have another test attempt for the subject.

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Thank you for your contributions to a successful testing experience for all students. For assistance, please contact:

#### **Aspire Help Desk**

855-730-0400

<http://www.act.org/content/act/en/products-and-services/act-aspire/act-aspire-contact-us.html>

#### **ACT Help Desk**

General: 800-553-6244, ext. 2800

Accommodations: 800-553-6244, ext. 1788; [actaccoms@act.org](mailto:actaccoms@act.org)

<http://www.act.org/stateanddistrict/wisconsin>

#### **General Information and Policies**

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**Student Data**

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**Choice Program and Test Security**

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*Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email.*